

## **Program Engineering Functional Band Team (PEFBT) Charter**

**1. Purpose of Program Engineering Functional Band Team (PEFBT):** The purposes of the Program Engineering Function Band team are:

- Provide a forum to share common interests, concerns, and lessons learned.
- Identify/advocate adequate training needed for the member's professional growth and career development.
- Identify/advocate the necessary skills in providing high quality program engineering expertise to STRICOM and its customers.
- Maximize the opportunities for horizontal and vertical integration.

The PEFBT works with its members to ensure all members have the necessary support, materials and expertise to perform the duties required of them.

**2. Customers:** Program Managers (PMs), Project Directors (PDs), Army Users, Directorate Supervisors, and Directorate Technical leads. The PD of each project is usually the direct recipient of support for each Engineering support agreement as identified in the Buyer-Seller Agreement.

**3. Funding:** Per the E Directorate's MOA with the PM and Directorates, Implementation Team (IT) engineers will be allowed to support organizational improvement activities (such as the PEFBT) for up to 10-20% of their time. For the PE FB activities, approximately 5% of member's time may be required.

**4. Start date:** 1 October 2000

**5. End date:** 30 September 2001.

**6. Leader:** Jim Crabtree for this fiscal year (FY 01). Leaders will be nominated and elected annually by voting members.

**7. Core Team Members (voting members):** All Program Engineering Functional Band members.

**8. Contributing Team Members (Advisory non-voting):** Leadership Team (LT) and PDs.

**9. Time:** As needed not to exceed 5% of any one PEFBT member's work efforts.

**10. Stakeholders:** PEFBT members, Training Group, Command Group, LT to include immediate supervisors, and Project Directors/Program Managers.

**11. Project Goals/Outcomes:** Specific goals and outcomes will be determined on a continuous basis and will be a function of the PEFBT meetings/minutes. The main goals are listed in the purpose and are to build and maintain a quality program engineering team that meets the goals and expectations of our customers. Specific goals are delineated in the Functional Band Team Leader's charter and will be accomplished as an Engineering Directorate whole. The draft document "Operational Concept for the Functional Band Process" will be used as a guide to develop PEFBT goals.

Proposed "near term" goals:

- Set up monthly meetings with Program Engineering Functional Band
- Exchange project/program information to encourage Horizontal Integration (HI)
- Review/Identify critical skills (common and specific) for Program Engineers
- Identify key focus areas and technologies for Program Engineers
- Identify "champions" for skill areas, focus areas, and technologies
- Set up PEFBT reflectors, special interest groups, IPTs as required
- Identify training needs for Program Engineers
- Identify necessary databases to support Program Engineering Functional Band

- Identify necessary tools to support Program Engineering Functional Band
- Identify other goals and objectives for the PEFBT as required.

**12. Linkage to STRICOM objectives and strategies:** Training program and quality engineers to meet needs for successful project accomplishment.

**13. Contributions of Team Members:** Provide input on common issues that are concerns to the team, establish training standards and identify training opportunities. Support the Functional Band Leader (FBL) in creation of team charter, process plan(s), mentoring procedure and program execution guidance. The PEFBT will maintain an expertise database that will be accessible by all members and serves as aid for current and future assignments.

**14. Scope of Team Authority:** Create opportunities for team and individual professional growth within the fiscal and program constraints of the command.

**15. Attendance:** The decisions will for the most part be made as a function of the reflector group. Formal meetings will be held at least monthly. If any member feels the need for a special meeting, we will arrange to do so. Taskings and approval of task outcomes will be made via the reflector. Suspenses for task completion and responses will be made by the FBT. Discussion will be limited to desired outcomes topics. Limits of scope will be delineated by the LT should the PEFBT need direction.

**16. Decision process:** The decision process will be that any member of the PEFBT may propose a change or enhancement to the program and send the proposal to the rest of the FBT via the reflector site. The FBT will accept all recommendations and ask for comments on the request with a suspense for all discussion (open forum). Upon the arrival of the suspense time, the FBL may advise the team of any additional items or actions for concern. Based on the feedback from the open forum discussions, the FBL will send out a proposal to the team for approval with a suspense for a "Yes" or "No" vote. Approval will be based on a majority vote. Upon approval (if that is the PEFBT's desire), the FBL will request team support to accomplish the task as needed. All requests will be maintained in a log for future reference.

**17. Expected behaviors:**

- Listen carefully – try to understand
- Keep dissension open – no hidden agendas
- Agree only if it makes sense
- Be open to divergent views
- Help team stay on track; limit digressions and war stories
- Speak from the heart
- One speaker at a time
- Don't bog the group down with issues a few can handle
- Emphasize learning. Don't get stuck on getting it perfect
- Offer constructive process feedback on-line
- End sessions with an evaluation of how we're doing as a team and with the work
- Agenda at all meetings
- Educate substitutes before meetings
- Have fun!

**18. Team members, E\_mail, signatures and key areas of expertise:**

| <u>Name/Email</u>                        | <u>Concurrence (via E-Mail)</u> | <u>Key Area</u> |
|--|---------------------------------|-----------------|
| Z Aboul-Hosen/E_DIR/STRIORL/US@STRIORL   | _____                           |                 |
| Vidal Acevedo/E_DIR/STRIORL/US@STRIORL   | _____                           |                 |
| Carlos Alvarado/E_DIR/STRIORL/US@STRIORL | _____                           |                 |
| Gary Ashland/E_DIR/STRIORL/US@STRIORL    | _____                           |                 |
| Joe Binkowsky/E_DIR/STRIORL/US@STRIORL   | _____                           |                 |
| Joe Brennan/E_DIR/STRIORL/US@STRIORL     | _____                           |                 |

|   |       |
|---|-------|
| Peter Brig/E_DIR/STRIORL/US@STRIORL           | _____ |
| Chris Catotti/E_DIR/STRIORL/US@STRIORL        | _____ |
| Angela Chang/Navy/STRIORL/US@STRIORL          | _____ |
| David Cho/E_DIR/STRIORL/US@STRIORL            | _____ |
| Jim Crabtree/E_DIR/STRIORL/US@STRIORL         | _____ |
| Larry Cruse/E_DIR/STRIORL/US@STRIORL          | _____ |
| Glenn Dillard/E_DIR/STRIORL/US@STRIORL        | _____ |
| Bob Dixon/E_DIR/STRIORL/US@STRIORL            | _____ |
| John Donahue/E_DIR/STRIORL/US@STRIORL         | _____ |
| Joseph Dorleus/E_DIR/STRIORL/US@STRIORL       | _____ |
| Robert Forbis/E_DIR/STRIORL/US@STRIORL        | _____ |
| Fernando Fuentes/E_DIR/STRIORL/US@STRIORL     | _____ |
| Wanda Fuentes/E_DIR/STIORL/US@STRIORL         | _____ |
| Tony Gillooley/E_DIR/STRIORL/US@STRIORL       | _____ |
| Wayne Golon/E_DIR/STRIORL/US@STRIORL          | _____ |
| Robert Gomez/E_DIR/STRIORL/US@STRIORL         | _____ |
| Joseph Griffin/E_DIR/STRIORL/US@STRIORL       | _____ |
| Kevin Hall/E_DIR/STRIORL/US@STRIORL           | _____ |
| Cindy Harrison/E_DIR/STRIORL/US@STRIORL       | _____ |
| Dennis Heath/E_DIR/STRIORL/US@STRIORL         | _____ |
| Chau Hoang/E_DIR/STRIORL/US@STRIORL           | _____ |
| Lou Hoang/E_DIR/STRIORL/US@STRIORL            | _____ |
| Richard Insinger/E_DIR/STRIORL/US@STRIORL     | _____ |
| Richard Keller/E_DIR/STRIORL/US@STRIORL       | _____ |
| John Kotleba/E_DIR/STRIORL/US@STRIORL         | _____ |
| Debbie A. Kravchuk/E_DIR/STRIORL/US@STRIORL   | _____ |
| Dave Macintire/E_DIR/STRIORL/US@STRIORL       | _____ |
| Lewis Marmelstein/E_DIR/STRIORL/US@STRIORL    | _____ |
| Pramod Mehta/E_DIR/STRIORL/US@STRIORL         | _____ |
| James I. Montgomery/E_DIR/STRIORL/US@STRIORL  | _____ |
| Thomas Newton/E_DIR/STRIORL/US@STRIORL        | _____ |
| Caothang Nguyen/E_DIR/STRIORL/US@STRIORL      | _____ |
| Hung Nguyen/E_DIR/STRIORL/US@STRIORL          | _____ |
| Khuc Nguyen/E_DIR/STRIORL/US@STRIORL          | _____ |
| Jose Pagan/E_DIR/STRIORL/US@STRIORL           | _____ |
| Robert Parrish/E_DIR/STRIORL/US@STRIORL       | _____ |
| Mitchell Primas/E_DIR/STRIORL/US@STRIORL      | _____ |
| Angela Pritchard/E_DIR/STRIORL/US@STRIORL     | _____ |
| Ramanathan Ramaswamy/E_DIR/STRIORL/US@STRIORL | _____ |
| Debbie Ratliff/E_DIR/STRIORL/US@STRIORL       | _____ |
| Bill Reese/E_DIR/STRIORL/US@STRIORL           | _____ |
| Guy Richards/E_DIR/STRIORL/US@STRIORL         | _____ |
| Jose Rodriguez/E_DIR/STRIORL/US@STRIORL       | _____ |
| Armando Sanchez/E_DIR/STRIORL/US@STRIORL      | _____ |
| Dennis Schneider/E_DIR/STRIORL/US@STRIORL     | _____ |
| Paul M. Smith/E_DIR/STRIORL/US@STRIORL        | _____ |
| Harry Sotomayor/E_DIR/STRIORL/US@STRIORL      | _____ |
| Hal Spaulding/E_DIR/STRIORL/US@STRIORL        | _____ |
| Jim Surhigh/E_DIR/STRIORL/US@STRIORL          | _____ |
| James Todd/E_DIR/STRIORL/US@STRIORL           | _____ |
| Cisca Vuong/E_DIR/STRIORL/US@STRIORL          | _____ |
| Darryl Williams/E_DIR/STRIORL/US@STRIORL      | _____ |
| Karen Williams/E_DIR/STRIORL/US@STRIORL       | _____ |
| Michael Willoughby/E_DIR/STRIORL/US@STRIORL   | _____ |
| Mike Wright/E_DIR/STRIORL/US@STRIORL          | _____ |
| Mia Brinson/E_DIR/STRIORL/US@STRIORL          | _____ |
| Leroy Henderson/E_DIR/STRIORL/US@STRIORL      | _____ |
| Keith Nielsen/E_DIR/STRIORL/US@STRIORL        | _____ |